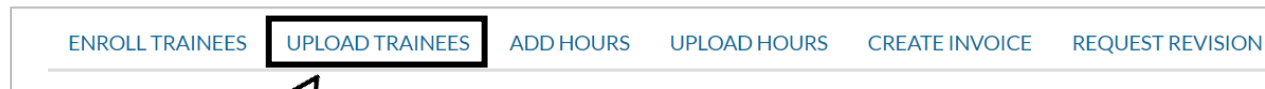|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the 'View' link for the contract for which you would like to update trainees. The system will take you to your Contract Details page.	
3. Select the **Upload Trainees** button on the button bar at the top of the Contract Details page.	
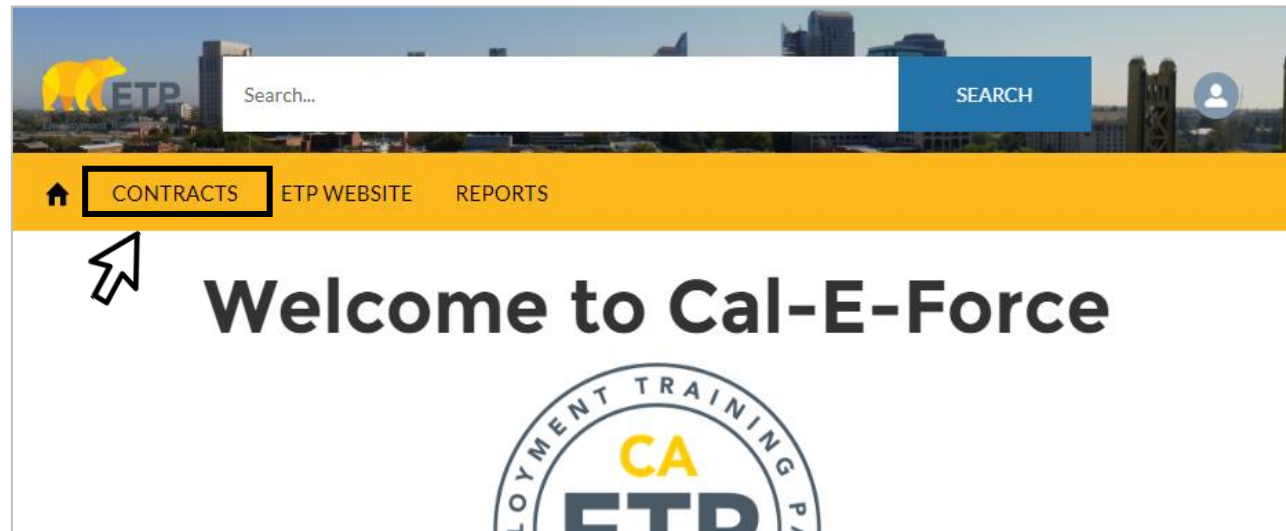
4. If you do not yet have a CSV containing the trainees you are editing in the required format, select **Click Here** to download the template.

Please Upload your CSV file here: [Choose File] No file chosen   [Upload]   [Back]

Note: Please use the standard template to upload Trainees data. Click Here to download the template
Click Here to download the Upload Codes.

5. The codes needed to fill out the CSV are shown here.

It is important to note that the Employee ID is used at the Unique ID. To update the trainee information, the system will look at the Employee ID.

Gender	Code		Age Group	Code		Veteran	Code		Disabled	Code		Ethnicity	Code
Male	M		Less Than 25	1		Yes	Y		Yes	Y		White	1
Female	F		25 - 34	2		No	N		No	N		Black	2
Non-binary	N		35 - 44	3		Unknown	U		Unknown	U		Hispanic	3
			45 - 54	4								Native American	4
			55 - 64	5								Asian	5
			65 & Older	6								Pacific Islander	6
												Filipino	7
												Other	8

Education	Code		Job Number		Workplace
			Enter the Job Nuber of the trainee. EX If Job Number 1 then enter 1		Enter the workplace of trainee. If location is number 1 then enter 1 on the column
Eighth Grade or less	1				
High School Grad	2				
GED	3				
Some College	4				
College Grad	5				
Post College Grad	6				
Some High School	7				

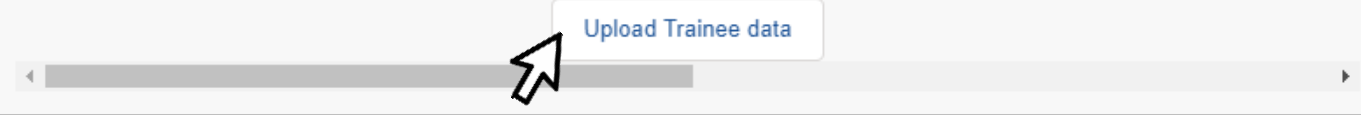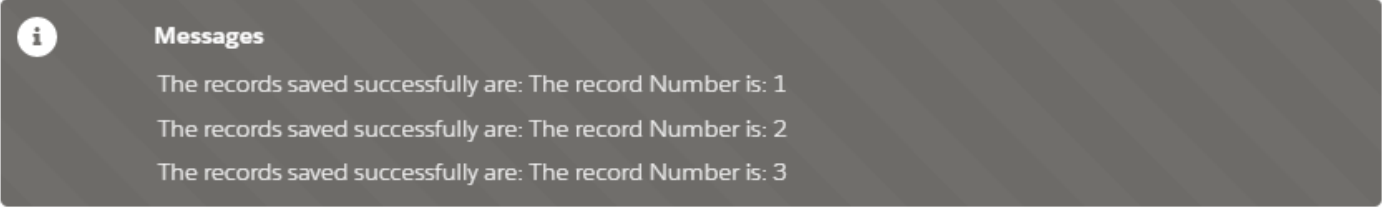|		
6.	To help fill out trainee information, you can export the Trainees by Contract report. See Reference Guide – Accessing Reports	REPORT Trainees by Contract
7.	When your CSV is prepared, click the **Choose File** button and select your CSV.	Please Upload your CSV file here: Choose File No file chosen Upload Back Note: Please use the standard template to upload Trainees data. Click Here to download the template
8.	Click the Upload button.	Upload Back
9.	The system will provide you with a summary of what has been uploaded and any errors messages. The data uploaded will override the trainee's previous information.	For your reference here is a sample list of Trainee Records that are being uploaded | SSN	EMPLOYEE ID	TRAINEE FIRST NAME	TRAINEE LAST NAME	JOB NUMBER	WORKPLACE	HIRE DATE	GENDER CODE
---	---	---	---	---	---	---	---
***-**-4453	7897	Bethenny	Frankel	Retrainees	Vanderpump Dogs HQ	5/15/2019	F
***-**-4444	7898	Luann	de Lesseps	Retrainees	Vanderpump Dogs HQ	5/16/2019	F
***-**-1234	7899	Ramona	Singer	Retrainees	Vanderpump Dogs HQ	5/17/2019	F	

10.	Click the **Upload Trainee data** button to complete your upload.	When you are satisfied with the data map above, click the Upload Trainee data button to insert the Trainee records. Upload Trainee data
11.	You will be provided with a summary of the records that have been uploaded successfully.	**ⓘ Messages** The records saved successfully are: The record Number is: 1 The records saved successfully are: The record Number is: 2 The records saved successfully are: The record Number is: 3